

Date Completed

dCOM Candidacy Process Checklist

ROCKY MOUNTAIN CONFERENCE UNITED METHODIST CHURCH

Name:	Phone/s and Email:		
Address:	City:	State:	ZIP:
Charge Conference & church membership at beginning of process:			
District/Sub-district:			
School status:	Date of expected graduation from seminary:		
Ministry setting if candidate worships or works in other than church where membership resides:			

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Inquiring (§311)

Read and discuss *The Christian As Minister* with pastor / Name of pastor:

Completes *Ministry Inquiry Process* with lay or clergy guide / Name of guide:

Exploring (§311.1)

Confirm date of membership in The United Methodist Church (at least 2 years immediately preceding application)

Confirm date candidate completed one year of service in ministry

Candidate writes to District Superintendent to request admission to candidacy studies and assignment of mentor

Name of mentor assigned:

Note: *The next steps are taken by candidate with the assistance of the Candidacy Mentor*

Candidate applies online <https://public.qbhem.org/candidacy/> to Nashville for *Candidacy Guidebook* and pays \$75 administration fee by credit card (directions available for check payment). Fee may be paid by candidate or church.

Mentor sends request for the Psychological Assessment to Conference Psychological Assessment Coordinator, Rev. Dick Vickery at the Conference Office. (6110 So. Greenwood Plaza Blvd., Greenwood Village, CO 80111).

Candidate sends check for \$250 to the Attention of Dick Vickery at the RMC conference office (6110 So. Greenwood Plaza Blvd.,

Greenwood Village, CO 80111) referencing Psych Assessment.

Mentor receives the Psychological Assessment Packet from Nashville and administers them for candidate (Personal Data Inventory, and personal and professional reference list, etc.) Mentor sends the completed assessment to Nashville directing that scores and file be returned to Rev Richard (Dick) Vickery, 6110 So. Greenwood Plaza Blvd., Greenwood Village, CO 80111, who will assign a Ministerial Assessment Specialist (MAS) to interpret the results and have a personal interview with the candidate. (Note: It requires a minimum of 6 weeks for the Division in Nashville to process the scores. It requires a minimum of one month for the MAS to return the assessment letter after the personal interview with the candidate.)

Candidate sends signed and completed permission to do background check to Ben Roe at the RMC office at 6110 So. Greenwood Plaza Blvd., Greenwood Village, CO 80111. Please include all information needed, social security #, driver's license #'s in states candidate held residence in the past several years. Put "Rocky Mountain Conf" in the blanks at top of the form. Contact Ben Roe at 303-733-3736 if you need the Kroll form. Ben Roe forwards report when received to the dCOM Chair.

Candidate follows up on references to be sure they have returned their completed forms to Nashville.

Candidate Interviews with Ministerial Assessment Specialist (MAS) after scores have been returned from Nashville & interpreted. Specialist will contact candidate.

Candidate and dCOM Chair will receive psychological assessment report from the MAS.

Background check completed from conference office. Mentor call Ben Roe to check on report.

Candidate and Mentor complete exploration phase using the *Candidacy Guidebook* and the psychological assessment report with insights learned from the report and from conversation with the dCOM

Candidate requests to meet with dCOM for certification

dCOM sends written assignment materials to candidate for completion before meeting with the dCOM

Candidate returns written materials to chair of the dCOM before meeting for distribution to committee members

Mentor sends letter of recommendation to dCOM

Declared (¶310-311)

Candidate requests in writing to pastor of the local church and the chairperson of the Pastor / Staff Parish Relations Committee an interview with the committee: (1) Committee interviews candidate using John Wesley's historic questions in ¶310 of the *2004 Book of Discipline*, (2) Committee makes a recommendation to the charge conference of that local church. These meetings need to be within the year of meeting with dCOM. Candidate may meet with SPR on other occasions but the critical meeting and vote is within the year of requesting certification from the dCOM. Charge Conference recommends candidate as Declared on written ballot by 2/3 vote. Form 104. Form sent to dCOM. (Continued on next page)

Candidate submits answers in writing to dCOM to questions in ¶311.3 of *2004 Book of Discipline*. Include ministry track.

Candidacy Mentor accompanies candidate to dCOM meeting, having sent letter of recommendation prior to meeting

Following interview, committee votes by written ballot to certify or not to certify

If not certified, reasons:

Candidacy Mentor sends Certification form to Division of Ordained Ministry in Nashville. (CRITICAL)

Certified (§312, 313)

Candidate continues to meet with Candidacy Mentor

Candidate meets with dCOM annually and is re-certified annually for at least 2 years as a Certified Candidate in order to be recommended for probationary membership

Candidate not re-certified, discontinued

Dates & Notes:

Dates & Notes:

Dates & Notes:

Applying for Probationary Membership (§324-327)

TRACK (Please circle): Deacon Elder

Date candidate completes two years of certification

Transcripts submitted to dCOM from college/university verifying Bachelor's degree

Transcripts from seminary where M.Div. completed:

Transcripts of 24 hours basic theological training (when needed):

DCOM recommends by 3/4 vote for commissioning - notifies BOM Registrar in writing - Dan Nelson (E), Nani Arning (D)

Candidate makes formal application for probationary membership to conference using GBHEM form

Candidate receives written assignment from BOM registrar, completes and submits it in designated time period

Candidate Interviews with committee of the BOM at Spring meeting (March)

BOM votes to commission, or not to commission / continues certification (Use Dates & Notes section below for committee action)

If commissioning, name of Clergy Mentor assigned:

Probationary membership and commissioning awarded by vote of Clergy Session of the AC (Continued on next page)

Probationary membership reviewed and continued annually for no less than 3 years

Dates & Notes:

Dates & Notes:

Dates & Notes:

Local Pastor (¶315-320)

Applies and completes Licensing School, or 1/3 of M.Div. degree

Receives recommendation for Local Pastor License from dCOM either at time of re-certification or another time

Local pastor committee of BOM interviews candidate if applying for full time, recommends to Bishop

Bishop assigns pastoral appointment and then issues license for specific ministry location (DS initiates license)

Applies for Course of Study to be completed within 8 years by full time and 12 years by part time local pastors

Year one:

Year four:

Year seven:

Year two:

Year five:

Year eight:

Year three:

Year six:

Advance course of studies or 1/3 of M.Div. completed and transcript received from:

Date applied for probationary membership (See previous checklist for probationary member)

Full Membership and Orders (¶328-336)

At least three years pass since admission as probationary member and candidate under supervision of a DS during that time

Probationary member applies to BOM for admission to full connection and Elder's or Deacon's orders.

Written assignment received from BOM Registrar, completed and returned to BOM registrar in designated time

BOM committee conducts interview at ministry site

BOM recommends /does not recommend for full membership and orders at Spring meeting

BOM votes discontinuance of probationary status

Clergy session of Annual Conference votes candidate into full membership

Dates & Notes:

Dates & Notes:

Dates & Notes